

Instructions for Completing the Application Form for the Louisiana Environmental Laboratory Accreditation Program

(Last Updated 05/07/2007)

Purpose:

This application form provides a means for environmental laboratories to apply for accreditation to submit environmental laboratory data as required by LAC 33:I.Subpart 3. The application form also provides the information needed to assess fees for the parameters a laboratory is accredited to perform.

Explanation and Definition:

The "Application for Environmental Laboratory Accreditation" is to be completed by environmental laboratories applying for certification in accordance with LAC 33:I.Subpart 3. The completed application form, attachments, and enclosures, **with the required \$660.00 application fee**, are to be submitted to the Louisiana Department of Environmental Quality, Environmental Laboratory Accreditation Program.

"Section by Section Instructions":

Section A. Purpose of Application: Check the blank that identifies whether the laboratory is applying for initial accreditation, renewal accreditation, reaccreditation, or accreditation for additional parameters.

Section B. Type of Accreditation: Check the blank that identifies whether the laboratory is seeking accreditation to operate only in Louisiana or in multiple states.

Section C. Laboratory Name: Enter your laboratory's official or legal name. If your lab is a branch office or a substation of the Company, specify the location or the branch name after a dash. Limit name to 27 characters (including punctuation and spaces) for computer entry.

Note: What you put here is exactly how your laboratory name will appear on the certificate and in all of our records.

Section D. Mailing Address: Enter the complete mailing address of the office where correspondence should be sent (i.e., P. O. Box). Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section E. Shipping Address: Enter the street address of your laboratory (not P. O. Box). If no street address has been assigned, enter a location or description. Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section F. Billing Name and Address: Enter the name and complete address of the office where the invoice for fees should be sent. Also, if the lab is located in Louisiana, enter the parish code referencing the attached list of parish codes.

Section G. Laboratory Telephone Number: Enter your laboratory's business telephone number.

Section H. Laboratory FAX Number: Enter your laboratory's telefax machine number if one is available.

Section I. Laboratory Internet E-Mail Address: Enter the internet e-mail address for your laboratory if

one is available.

Section J. Type of Laboratory: Check the type of laboratory which applies.

Section K. Laboratory Representative as defined in LAC 33:I.4503: Enter the name and telephone number for the Laboratory Representative.

Section L. Out-of-State Laboratories Only: This Section applies to out-of-state laboratories only. List all Environmental Laboratory Accreditations/Certifications held by the laboratory. Attach copies of all current Accreditations/Certificates, including lists of parameters and methods, last two EPA WS and/or WP PE study results, most recent on-site evaluation reports and responses to deviations from each of the following State Accreditation/Certification Programs (Use additional sheets if necessary.).

Section M. Laboratory Technical Director: Enter the name, telephone number, education, and related experience for that person designated as Laboratory Technical Director.

Section N. Laboratory Personnel: Enter the name, education, experience, and primary responsibilities for all key personnel involved in the laboratory operations. Resumes may be attached.

FIELDS OF TESTING

Section O. Test Categories, Fields of Testing, and Fee Calculation: EXAMPLE OF FEE CALCULATION:

TEST CATEGORIES	Air Emission	Wastewater/ Surface Water	Ground Water	Hazardous Waste Solid and	Soils, Sediments, and Sludges	Biological Materials	Radiological/ Assays	Bioassays/ Biomonitoring/Toxiological	per Annual Fee Category	Your Fees
Metals		X	X	X	X				\$330	\$330
Air Pollutants Including Industrial Hygiene and Toxic Organic Compounds (T.O.) Methods	X								\$330	\$330
Nutrients, Minerals, Ion, Demands, Classical Wet Chemistry, Total & Fecal Coliforms		X							\$330	\$330
Microbiology Including Fecal & Total Coliform									\$330	
Bioassay / Biomonitoring									\$330	
Organics Including Volatiles, Semi-Volatiles, Pesticides, Herbicides, and PCBs		X	X	X	X				\$330	\$330
Dioxins and Furans		X							\$330	\$330
Radiochemistry									\$330	
Asbestos		X							\$330	\$330

Geotechnical Soil Testing	\$330
Minor Conventional Parameters (BODs, O&G, TSS, Fecal & Total Coliform, Residual Chlorine Only)*	\$264
any other category. This category is for laboratories seeking accreditation for these parameters only. *Do not check this category if you checked	
Total Test Category Annual Fee	\$ 1980

TOTAL ANNUAL FEE CALCULATION

Total Test Category Annual Fee (From above)	\$ 1980
Annual Surveillance and Evaluation Fee (ASEF) Add \$330 if you checked only one Test Category above.	\$ 0
Total Annual Fee for Your Laboratory Total Test Category Annual Fee + ASEF (if applicable)	\$ 1980

Section P. Clean Water Act Methodology: Circle the approved method(s) for each Clean Water Act parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Organic parameters must be listed by method and analyte in Section V.

Section Q. Solid and Hazardous Waste Methodology: Circle the approved method(s) for each Solid and Hazardous Waste parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Organic parameters must be listed by method and analyte in Section V.

Section R. Shellfish Waters and Meats Methodology: Circle the approved method(s) for each Shellfish Waters and Meats parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.*** For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program.

Section S. Other Plant and Animal Tissue Methodologies: Write in the approved method(s) for each plant and animal tissue parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. For

out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program.

Section T. Clean Air Act Methodology: Circle only the approved method(s) that the laboratory is seeking accreditation to perform. Out-of-state laboratories: The states certifying Authority's certificate must reflect the appropriate certification for each method circled. **NIOSH & OSHA Methods:** In the space below, write in the number of the NIOSH or OSHA method that the laboratory is seeking accreditation to perform. **Other EPA Methods:** In the space below, write in the number of the EPA-approved methods the laboratory is seeking accreditation to perform. (Examples: EPA 15; EPA 23; EPA 114; R-1 to R-64). ***If the laboratory is seeking accreditation for additional methods not listed in a table in this Section, the parameter, method, and other necessary information (including the page number of the corresponding table) should be listed in the Miscellaneous Methodologies Table in Section V.***

Section U. Radiological Methodology and Equipment: Circle the approved method(s) for each radiological parameter that the laboratory is seeking accreditation to perform. Laboratories applying for accreditation must use EPA-approved methodologies or other methods specifically approved by DEQ. For out-of-state laboratories, if a parameter is not listed on their accreditation/certificate by their State Accrediting/Certifying Authority, approval cannot be issued by the Louisiana Environmental Laboratory Accreditation Program. Write in the required information regarding laboratory instrumentation.

Section V. Miscellaneous Methodologies: Write in approved parameters and methods for which the laboratory seeks accreditation which are not found in previous Sections in the application. This includes additional methods corresponding to parameters listed in the tables in previous Sections in the application and also parameters and methods that do not fit in any of the tables in previous Sections in the application.

Section W. Quality Control: Check the quality control practices used by your laboratory with the frequency they are performed. If a Section does not pertain to your laboratory, include "NA" in the comment section. The laboratory's quality assurance plan and a list of standard operating procedures must be submitted with the completed application package.

Section X. Statement of Validation: The application must be signed and dated by the Laboratory Representative attesting to the validity of the information documented in the application.

Section Y. Designation of Laboratory Representative: The Laboratory Representative must be designated by the laboratory's governing body (owners, directors, commissioners, councilmen, mayor, board members, or whosoever occupies the status of proprietor).

Section Z. Attestation of Compliance Form: Complete the form with the appropriate signatures and return it with your application.

NOTE: APPLICATION MUST BE TYPED. THE SHADED AREAS ON THE APPLICATION ARE FOR OFFICE USE ONLY. PLEASE DO NOT MARK IN THESE AREAS.

Office Mechanics and Filing:

One copy of the application form needs to be completed. The completed application form and a copy of the application form, along with the application fee, attachments, and enclosures need to be routed

to the Louisiana Department of Environmental Quality, Environmental Laboratory Accreditation Program. The mailing and shipping address appear below:

Mailing Address:

Office of Environmental Assessment
Louisiana Environmental Laboratory Accreditation Program
P. O. Box 4314
Baton Rouge, LA 70821-4314
Attn: Mr. Paul Bergeron

Shipping Address:

Office of Environmental Assessment
Louisiana Environmental Laboratory Accreditation Program
1209 Leesville Avenue
Baton Rouge, LA 70802-4336
Attn: Mr. Paul Bergeron

Please retain a copy of your completed application form in your file for future reference. If you have any questions concerning the application form or the Environmental Laboratory Accreditation Program, please call (225) 219-9800.

PARISH CODES AND FIPS CODES

PARISH CODES

Parish Acadia Allen
Ascension Assumption
Avoyelles Beauregard
Bienville Bossier Caddo
Calcasieu Caldwell
Cameron Catahoula
Claiborne Concordia
DeSoto

Parish Code 001 003 005
007 009 011 013 015 017
019 021 023 025 027 029
031

Parish Madison Morehouse
Natchitoches Orleans Ouachita
Plaquemine Pointe Coupee
Rapides Red River Richland
Sabine St Bernard St Charles St
Helena St James St John the
Baptist

Parish Code 065 067 069 071
073 075 077 079 081 083 085
087 089 091 093 095

Parish East Baton Rouge
East Carroll East Feliciana
Evangeline Franklin Grant
Iberia Iberville Jackson
Jefferson Jefferson Davis
Lafayette Lafourche La Salle
Lincoln Livingston

Parish Code 033 035 037
039 041 043 045 047 049
051 053 055 057 059 061
063

Parish St Landry St Martin St
Mary St Tammany Tangipahoa
Tensas Terrebonne Union
Vermilion Vernon Washington
Webster West Baton Rouge
West Carroll West Feliciana
Winn

Parish Code 097 099 101 103
105 107 109 111 113 115 117
119 121 123 125 127

FIPS CODES

Table 1: FIPS State Codes for the States and the District of Columbia

Name	FIPS State Numeric Code	FIPS State Alpha Code	Name	FIPS State Numeric Code	FIPS State Alpha Code
Alabama	01	AL	Missouri	29	MO
Alaska	02	AK	Montana	30	MT
Arizona	04	AZ	Nebraska	31	NE
Arkansas	05	AR	Nevada	32	NV
California	06	CA	New	33	NH
Colorado	08	CO	Hampshire	34	NJ
Connecticut	09	CT	New	35	NM
Delaware	10	DE	Jersey	36	NY
District of Columbia	11	DC	New Mexico	37	NC
Florida	12	FL	New York	38	ND
Georgia	13	GA	North	39	OH
Hawaii	15	HI	Carolina	40	OK
Idaho	16	ID	North	41	OR
Illinois	17	IL	Dakota	42	PA
Indiana	18	IN	Ohio	44	RI
Iowa	19	IA	Oklahoma	45	SC
Kansas	20	KS	Oregon	46	SD
Kentucky	21	KY	Pennsylvania	47	TN
Louisiana	22	LA	Rhode Island	48	TX
Maine	23	ME	South	49	UT
Maryland	24	MD	Carolina	50	VT
Massachusetts	25	MA	South	51	VA
Michigan	26	MI	Dakota	53	WA
Minnesota	27	MN	Tennessee	54	WV
Mississippi	28	MS	Texas	55	WI
			Utah	56	WY
			Vermont		
			Virginia		
			Washington		
			West Virginia		
			Wisconsin		
			Wyoming		

Table 2: FIPS State Codes for the Outlying Areas of the United States, the Freely Associated States, and Trust Territory

Area Name American Samoa Federated States of Micronesia Guam Marshall Islands Northern Mariana Islands Palau Puerto Rico U.S. Minor Outlying Islands Virgin Islands of the U.S.	FIPS State Numeric Code 60 64 66 68 69 70 72 74 78	FIPS State Alpha Code AS FM GU MH MP PW PR UM VI	Status 1 3 3 4 1 2 1
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------	------------------------------------------------------------	--------------------------------

Status:

- 1 Under U.S. sovereignty
- 2 An aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island. Each territory is assigned a FIPS County Code in FIPS PUB 6-3, and may be individually identified through a combination of the FIPS State Code (74 or UM) and the appropriate FIPS County Code.
- 3 A Compact of Free Association with the United States of America is now in full force. It was announced by Presidential proclamation on November 3, 1986.
- 4 Remains a trust territory.

Table 3: FIPS State Numeric Codes for the Individual Minor Outlying Island Territories

FIPS State Numeric Code 81 84
86 67 89 71 76 95 79

Area Name Baker
Island Howland
Island Jarvis
Johnston Atoll
Kingman Reef
Midway Islands
Navassa Island
Palmyra Atoll Wake
Island

FIPS PUB 5-2

**CHANGES REQUEST FORM TO FIPS
PUB5-2**

**CODES FOR THE IDENTIFICATION OF THE STATES, THE DISTRICT OF COLUMBIA AND THE
OUTLYING AREAS OF THE UNITED STATES, AND ASSOCIATED AREAS** Institute for Computer

Science and Technology Technology Building, Room B-14 National Bureau of Standards